

# PWCO: CONSTRUCTION PLANS REVIEW

Per **Section 74-72(a)** of the **Bernalillo County Subdivisions Code Chapter 74, Improvement Requirements:** The subdivider shall install and construct such improvements, if any, as are required by these or any other **Bernalillo County** regulations. Approval of the preliminary plat is authorization for the subdivider to proceed with the minimum improvements required by **Bernalillo County** regulations.

Before the construction of any improvements or the submission of any bond or other improvement guarantee, the subdivider shall furnish **Bernalillo County** with all plans necessary for the construction of such improvements. These plans shall be reviewed by **Bernalillo County** and, if in accordance with **Bernalillo County** regulations, shall be approved by **Bernalillo County**, allowing the subdivision development to proceed.

**BCPWD** is required to review and approve construction plans of proposed development within **Bernalillo County** jurisdiction. This review process ensures that proposed development will conform to accepted **Bernalillo County**, State and Federal guidelines which include Ordinances, Codes, Standards, Specifications and other appropriate documents.

## Procedure:

**BCPWD** has instituted the following set of procedures to facilitate the review and approval of construction plans.

1. Three sets of construction plans submitted to the **BCPWD** by a representative of the engineering firm which prepared the plans or the engineering firm's client. This may include a **BCPWD** staff member if the plans originate within **BCPWD** or a **BCPWD** staff member who is acting as the liaison for the project. Every sheet of the construction drawings needs to be stamped, dated and sealed by a **Professional Engineer** licensed to practice in the State of New Mexico.
2. A **DR** staff member assigns a **PWCO** case number to the plans, inputs the appropriate information into **KIVA**, and schedules a review meeting with appropriate **BCPWD** staff to review traffic, road infrastructure, and grading and drainage issues. During review, staff marks the corrections on the plans in red.
3. Engineer(s) and/or inspector(s) must conduct field inspection(s) as needed. Pre-development or existing condition photos should be taken before construction.
4. Upon completion of the review, appropriate information is placed into **KIVA**, and a notification letter indicating that review of the plans has been completed is prepared and placed with the marked plans at the front desk for pick-up by the **Design Engineer**.

5. The **Design Engineer** picks up the drawings, makes the corrections required, and resubmits two sets of revised construction drawings to **BCPWD** for a second review. This procedure is continued until the plans meet **BCPWD** staff approval.
6. Using the latest *City Engineer's Estimated Unit Prices* (published by the *City of Albuquerque Planning Department* or other acceptable estimating guide), the **Design Engineer** prepares a construction cost estimate for the required improvements in **Bernalillo County's** right-of-way and **Bernalillo County**/public-owned land and submits it to **BCPWD** for review. Upon approval of this estimate, the design review fee is determined and paid to **BCPWD**.
7. **BCPWD's Technical Services Director** then reviews the plans. Any modifications to the plans that are required by this review must then be made by the review engineer. The original mylar copies of the construction plan sheets that have been modified must then be signed by the **Technical Services Director** and returned to the engineering firm.
8. Permitting fees are calculated and provided to the **Design Engineer** upon release of the final approved construction plans. See **Chapter 8 (Other Construction Permits)** for a list of all **BCPWD Permit and Design Review Fees**. All required permits are then obtained by the contractor and construction of the project can commence. The **SIA**, if required, must be signed by all the parties.
9. The Contractor shall submit construction progress reports and geotechnical testing reports to the **DR** engineer for review and approval during construction. The **DR** inspector will conduct occasional field inspections during construction.
10. Engineers and inspectors must conduct at least one (1) pre-final inspection and provide a punchlist to the Contractor or consulting engineer.
11. Engineers and inspectors must conduct final inspection prior to completion of project.
12. Final "as-constructed" drawings must be received prior to project close-out. As-constructed drawings must be certified by the engineer in responsible charge of the construction inspection, who also must be a **Professional Engineer** licensed to practice in the State of New Mexico.
13. Release "letter of acceptance" to the developer.
14. Developers must hire consultants to conduct on-site construction management, including field inspection, geotechnical testing, etc. Copies of inspection and testing reports must be provided to **Bernalillo County**.